

PERFORMANCE RECOGNITION PROGRAM



COMMONWEALTH EQUITY IN GOVERNANCE AWARD

NOMINATION PACKAGE

Nomination Instructions:

1. Read “Award Overview” (on page 3) prior to completing the nomination form.
2. Type or print legibly when completing the nomination form and make sure all sections of the form are completed. For group nominations please provide names and personal information for each group member.
3. When writing the nomination narrative (Section III), please respond to each area requested:
 - Elaborate in the area most applicable to nominee’s accomplishment;
 - Describe specific incidents/examples which typify nominee’s work effort and performance;
 - Quantify accomplishments (using facts and figures) wherever possible;
 - Describe what the nominee actually does in his/her job (do not assume that the reader understands the job; you may be underselling the nominee);
 - Include remarks/personal testimony of individuals or organizations regarding nominee or programs in which nominee participates;
 - Explain what makes this person an exceptional employee. Detail his/her contributions. Describe what makes this employee exemplary.
4. Attach any supporting materials or additional statements/letters of support for the nominee(s) (limit 3 attachments). The Equity in Governance Selection Committee looks closely at supporting documentation and takes it into consideration when making their selections.
5. Attach the appropriate resume. For group nominations, please provide resume for **group leader only** (or 2-3 key members).
6. Review the final submission to be submitted to HRD; ensuring that the nomination is complete with resume(s) and any supporting documentation attached.
7. Obtain Agency Head signature on the nomination form to verify approval of the nomination.

8. Nomination forms should be sent electronically either as a Word document or in PDF format. The completed nomination packet (excluding Instructions and Overview), as well as resume and supporting documentation, should be sent to Nancy.W.Daiute@hrd.state.ma.us.

**All nominations must reach HRD by June 24, 2016
in order to be eligible for consideration.**

COMMONWEALTH EQUITY IN GOVERNANCE AWARD

AWARD OVERVIEW

About the Award

Equity in Government consists of: the fair, just and equitable (a) management of public agencies, (b) development and implementation of public policy; and/or, (c) delivery of and access to state services.

The Commonwealth Equity in Governance Award is given annually to an employee or group of employees who have demonstrated commitment to and attainment of the principles of equity in one or more areas of government operations: human resources activity that promotes diversity and inclusion, procurement activity that promotes the participation of minority business enterprises and women business enterprises, policy development and/or implementation (including the development and implementation of regulations, program policies, and/or rules), and/or improving access and/or accessibility (physical or programmatic) to state programs or the delivery of state services.

Eligibility

Any state employee who has worked in public service for 12 months as of February 9, 2016 is eligible to be nominated for the Commonwealth Equity in Governance Award. Supervisors, peers, professional colleagues (not including subordinates) and others familiar with the employee's accomplishments may nominate an individual or group.

An individual does not have to be a recipient of the 2016 Citation for Outstanding Performance in order to be eligible for this award.

Award Criteria

The ideal candidate for the Commonwealth Equity in Governance Award is an employee or group of employees who has:

- A demonstrated commitment to the principle of equity (non-discrimination, equal opportunity, and diversity and inclusion) in the one or more areas of government operations – human resources, procurement, policy development and/or implementation, access to state programs and activities, and/or the delivery of state services,
- Shown leadership in promoting the principle of equity, and
- Achieved significant outcomes in promoting equity in governance in agency operations.

Selection Process

Screening committees throughout the individual agencies will review all submissions within their own agency. Each agency will select a nomination to forward to the Human Resources Division (HRD) for consideration.

A Selection Committee comprising, at a minimum, the Assistant Secretary for Access and Opportunity or her/his designee, the Director of Office of Diversity and Equal Opportunity, the Executive Director of the Supplier Diversity Office, and the Director of the Massachusetts Office on Disability will review nominations. Additional individuals (not more than five and with the approval of the Assistant Secretary for Access and Opportunity or her/his designee) with a background or experience in diversity and inclusion matters may also serve on the Selection Committee. The Selection Committee's recommendation will be forwarded to the Governor for approval.

The Governor shall make all final selection decisions.

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Section I

Agency: _____				
Name of Individual or Group: _____				
Title: _____				
Social Security Number: _____ (required)*				
* All nominees who are considered as a semi-finalist are required to undergo a background check.				
Work Address: _____				
Date of Entry into State Service: _____				Gender: M F
Ethnicity (circle one):	African-American	Asian-American	Caucasian	Hispanic
	Native American	Other		
Job Category (circle one):	Managerial	Professional	Administrative	Clerical
	Labor/Trades	Public Safety	Technical	Educational
			HHS Direct Care	

IF THE NOMINEE IS A GROUP, PLEASE ATTACH A SEPARATE SHEET TO LIST GROUP MEMBER NAMES WITH ALL REQUIRED INFORMATION FOR EACH (INCLUDING SOCIAL SECURITY NUMBER, TITLE, GENDER AND JOB CATEGORY).

RESUMES ARE NOT REQUIRED FOR EACH GROUP MEMBER – ONLY THE GROUP LEADER(S).

Section II (to be completed by Agency PRP Coordinator)

<i>I certify that this nomination has been reviewed by the appropriate department personnel and that this nomination has been chosen as our department's final submission for the Equity in Governance Award.</i>	
Agency PRP Coordinator Signature: _____	
Agency Head Signature: _____	Date: _____

Section III

To complete the nomination narrative, please respond to all areas in detail (Nominator should refer to the nomination instructions for more information). Please use as many sheets of paper as necessary to complete the narrative.

1. Please explain in detail the nominee's exceptional accomplishments.
2. Please explain how the nominee has demonstrated exemplary leadership, initiative or dedication.
3. Please explain how the nominee has achieved significant improvements in the promotion of equity in government operations.